

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

April 1 – 30, 2010

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
April 2010

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on April 5.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on April 19.

The Records Center Performance Measurements Reports were submitted to the TOAM on April 7.

The quarterly comprehensive statistical report for January 1 through March 31 was submitted to the TOAM on April 7.

The PM met with the TOAM on April 15 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,239 documents and edited 3,435 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

AAD CHINO SITE
AAD OAKLAND
AAD VERNON FACILITY SITE
AAD VERNON TRUCK SITE
BERCO OIL SPILL
MARSH CREEK RD ABANDONED DUMP SITE
ORDOT LANDFILL TIRE FIRE
PALOMINO VALLEY SITE
PANOCH TIRE DUMP SITE
WESTLEY TIRE FIRE

The site assessment Librarian IV received 2.1 lft of new documents, and processed 9 new sites.

Circulation Department staff shelf-read approximately 296.3 lft. of site files during the month.

The site assessment Librarian IV received .5 lft of Oil Facility Response Plan documents, and worked 6.1 hours on the collection.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

4 lft. of documents were picked up from EPA regional offices. 4 Transfer of Records forms were processed.

17.3 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

Tucson Intl Airport Area (8.7 lft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated April 12.

FRC Storage Report, updated April 12.

On-Site Storage Report, updated April 12.

Contracts On-Site Storage Report, April 2, 16, 23.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,885 documents (70,632 pages) during April and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 6 SCAP accomplishment documents during April.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twelve Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	09H5	CTS PRINTEX, INC. (2 pkgs)
01	0920	INDIAN BEND WASH NORTH (2 pkgs)
00	0988	INTEL CORP (SANTA CLARA 3)
01	093Y	LAVA CAP MINE
00	09QN	MCCLELLAN AIR FORCE BASE
06	0919	PHOENIX-GOODYEAR AIRPORT AREA
02	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
04	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
01	098V	SAN GABRIEL VALLEY (AREAS 1-4)
00	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Staff retrieved 7 cost packages/financial documents for EPA staff during April.

The Cost Package Documentation Index was updated on April 2, 16, 23.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 3.8 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09GR	00	AAD CHINO SITE
09GV	00	AAD OAKLAND
09GN	00	AAD VERNON FACILITY SITE
09GM	00	AAD VERNON TRUCK SITE
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09ZZ	00	AGRIFORM FARM SUPPLY
094Y	01	ALARK HARD CHROME
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
092Q	00	ANDERSEN AIR FORCE BASE
092Q	01	ANDERSEN AIR FORCE BASE
09JS	01	ASARCO INC HAYDEN PLT
0934	00	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH*
09JW	01	B.F. GOODRICH
092Y	00	BEAN & COMPANY
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09ZZ	00	BERKELEY IND COURT
0961	00	BKK SANITARY LDFL
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09QV	00	BODIE STATE HISTORICAL PARK
09ZZ	00	BOR INDUSTRIES
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
09SW	00	CAMPUS CLEAN UP - OAKLAND AVIATION SCHOOL
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	00	CARSON RIVER MERCURY SITE
09R6	01	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
09PQ	01	CASMALIA RESOURCES

SSID	OU	SITE NAME
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0935	00	COALINGA ASBESTOS MINE
0945	00	COAST WOOD PRESERVING
09ZZ	00	COLBERG BOAT WORKS
09H3	00	CONCORD NAVAL WEAPONS STATION
09H3	01	CONCORD NAVAL WEAPONS STATION
09ZZ	00	CONTINENTAL CLEANERS
09ZZ	00	COVE CONTRACTORS
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09ZZ	00	CSH ENVIRONMENTAL
09H5	00	CTS PRINTEX, INC.
09H5	01	CTS PRINTEX, INC.
09TH	00	CUC PCB SITE
09JT	00	CYPRUS TOHONO MINE
09AJ	00	DAVIS MONTHAN AFB
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.*
09P8	01	EDWARDS AIR FORCE BASE
09ZZ	00	ERICKSON PROPERTY
09SN	00	FELTON KING
09ZZ	N/A	FEMA TSUNAMI DISASTER-HHW CLEANUP AMERICAN SAMOA
0973	01	FMC CORP. (FRESNO PLANT)
09Q6	00	FORT ORD
09Q6	01	FORT ORD
09SD	00	FOSTER'S PLATING
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09H8	01	GBF, INC., DUMP
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09B8	00	HASSAYAMPA LANDFILL
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	01	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09SM	00	INGOMAR AMMUNITION
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	02	J.H. BAXTER & CO
09FM	01	KLAU/BUENA VISTA MINE
09ZZ	00	KOPPERS CO INC WILMINGTON
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)

SSID	OU	SITE NAME
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
097J	02	LEHR/OLD CAMPUS LANDFILL
09PU	01	LEVIATHAN MINE
0947	01	LIQUID GOLD OIL CORP RICHMOND
0989	01	LORENTZ BARREL & DRUM CO
09N6	00	MARCH AIR FORCE BASE
09TA	00	MARIANO LAKE AUM SITE
0965	01	MATHER AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09TL	00	MCDERMITT MINE
09BZ	00	MC FARLAND STUDY AREA*
09BZ	01	MC FARLAND STUDY AREA
09M6	01	MEW STUDY AREA
0987	01	MICRO STORAGE/INTEL MAGNETICS
09TG	00	MILL CREEK CYLINDERS
098E	00	MISSION PLATING
09ZZ	00	MISSION UNIFORM SERVICE
09ZZ	N/A	MOAPA PESTICIDES EMERGENCY RESPONSE
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09ZZ	00	MOLLER CORPORATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09BE	00	MOTOROLA, INC. (52ND STREET PLANT)
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	00	MUSHROOM EXPRESS
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09ZZ	N/A	NORTH FORK COMMUNITY DEVELOPMENT MILL SITE
(BROWNFIELDS)		
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09SV	00	OAKLAND AVIATION SCHOOL MERCURY RELEASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP*
0958	00	OPERATING INDUSTRIES, INC., LANDFILL*
0958	01	OPERATING INDUSTRIES, INC., LANDFILL*
09A7	00	ORDOT LANDFILL
09A7	01	ORDOT LANDFILL
09ZZ	N/A	ORDOT LANDFILL TIRE FIRE
09J6	01	PACIFIC COAST PIPELINES
09S5	00	PALOMINO VALLEY SITE
09CU	00	PANOCHE TIRE DUMP FIRE
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA

SSID	OU	SITE NAME
09X3	01	RALPH GRAY TRUCKING
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09ZZ	00	RIGHT WAY CLEANERS
09BY	00	RIO TINTO COPPER MINE
09J7	00	RIVERBANK ARMY AMMUNITION DEPOT
09J7	01	RIVERBANK ARMY AMMUNITION DEPOT
09QE	00	ROMOLAND MERCURY ER
09ZZ	00	SALSBURY CLEANERS
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	02	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	04	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	00	SELMA TREATING CO
0942	02	SOUTH BAY ASBESTOS
09ZZ	N/A	SOUTHEAST SANTA ANA PROJECT
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09ZZ	00	STAUFFER CHEM CO ICD
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
098R	00	TREASURE ISL NAVAL STATION
09ZZ	00	TRIPLER ARMY MEDICAL CENTER
091C	00	TUCSON SOURCES*
091C	01	TUCSON SOURCES
09R3	02	UNITED HECKATHORN CO
09K5	00	VALLEY WOOD PRESERVING INC.
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VENDO CO THE
09RH	00	WAIANAE PERC AND PCBS SITE
09ZZ	00	WASH 'N CLEAN WORLD
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09TK	00	WEST AVENUE MERCURY
09SU	00	WEST OAKLAND LEAD REMOVAL
09ZZ	N/A	WESTERN FARM SERVICES (ALPAUGH)
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

SSID	OU	SITE NAME
09FT	00	WESTLEY TIRE FIRE
09ZZ	N/A	WILBUR ELLIS CO (TIPTON)
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	00	YUMA MARINE CORPS AIR STATION
09K6	01	YUMA MARINE CORPS AIR STATION

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 79 requests for documents, performed 681 database searches in SDMS-C, and provided 3,199 documents for EPA staff and other requesters.

Twenty-eight indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on April 6 and April 2, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 3.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,125 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 86 pages from SDMS-C.

At the request of ORC attorney Harrison Karr, 2 documents from the Northeast Churchrock Mine site file were redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 24 requests for documents on CD-ROMs. 262,381 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09W4	01	BROWN & BRYANT INC. (ARVIN PLANT)
09R6	00	CARSON RIVER MERCURY SITE
09ZZ	00	CHEVRON PHOENIX TERMINAL
09TH	00	CUC PCB SITE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09RD	00	GREKA BRADLEY CONSOLIDATED 3 ISLAND OIL PRODUCTION FACILITY
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	01	LAVA CAP MINE
091A	00	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
09M6	01	MEW STUDY AREA
0987	01	MICRO STORAGE/INTEL MAGNETICS
0926	01	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	00	NAVAL MAGAZINE GUAM
09ZZ	00	NAVFAC
SSID	OU	SITE NAME

09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	01	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
091S	00	PEARL HARBOR NAVAL COMPLEX
09RW	00	PETER PAN CLEANERS
09ZZ	00	PURDY CO
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	00	SEAL BEACH NAVAL WEAPONS STA
0942	01	SOUTH BAY ASBESTOS
09ZZ	00	SOUTHWEST GREASE COMPANY
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in April:

- Peter Pan Cleaners Removal AR, sent April 1
- CUC PCB Site Removal AR, sent April 9
- Anaconda Copper Co. Removal #4 AR, sent April 14
- Intel Corp. (Santa Clara III) AR, sent April 30

On April 14 staff met with RPM Linda Deschambault to discuss indexing requirements for the Omega Chemical Corp OU 2 Interim Remedy AR so that work on this project could proceed.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Six work-performed compilations were created or updated during April for the following sites:

OU	SSID	Site Name
01	0920	INDIAN BEND WASH NORTH
01	093Y	LAVA CAP MINE
00	09PM	NORTHEAST CHURCHROCK MINE SITE
01	09PM	NORTHEAST CHURCHROCK MINE SITE
00	09QD	NORTHEAST CHURCHROCK RESIDENTIAL
04	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 14 collections

Electronic files attached to E-mails: 31 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09GU	00	ANACONDA COPPER CO (YERINGTON)
09TF	00	AZTEC SPECIALTY CHEMICAL
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09TH	00	CUC PCB SITE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0920	01	INDIAN BEND WASH NORTH
0988	00	INTEL CORP (SANTA CLARA 3)
09TA	00	MARIANO LAKE AUM SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	02	OMEGA CHEMICAL CORP
09RW	00	PETER PAN CLEANERS
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	00	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)

SSID	OU	SITE NAME
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
091C	00	TUCSON SOURCES
091C	01	TUCSON SOURCES
096Y	01	TUCSON WEST CAP

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on April 28.

The PM held a Managers/Supervisors meeting on April 15.

The PM held a Scanning Department meeting on April 7.

The RMS IV/Assistant Manager held meetings with special projects staff on April 6.

The RMS IV/Circulation Department Supervisor held a departmental meeting on April 22.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on April 19.

The PM purchased supplies and/or equipment during April as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in April.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On April 7, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Bob Zucker and Al Belbahri in preparing for Department of Defense audit. This is an ongoing issue that affects all workstations and servers for the entire region April 1.

An RMS IV/IS III coordinated with Steve Dunn on troubleshooting Citrix profile issues for 3 staff members. The issue was resolved by removing the member profiles and adding them as Local_Admins April 20.

An RMS IV/IS III coordinated with Bob Zucker and Al Belbahri after the login script was altered removing all Local_Admins from all Region 9 workstations, therefore prompting account lock-outs. Record Center staff lost all access to network, application and web applications. Eventually, EPA staff removed the Records Center from the new login scripts April 1.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on April 15.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in April.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

The PM interviewed candidates for the open RMS II position. The successful candidate is Jackie Olson, who began on the contract on April 12.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 27 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 12 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,731	28.2 lft.	196.5 lft.

Inventories

Records Surveyed	Year to Date
21 lft.	196.9 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	1,111.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
42	4	0	0	15	0	0	7	68

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09JW, OU 00, B.F. GOODRICH

One Librarian IV/Records Librarian performed indexing (275 documents, 1.90 linear feet) and two RMS II/Scanning Specialists performed scanning (2,561 pages) for work request #111217-1033 submitted by J Blais. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 169 hours were expended on this effort during the month.

SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.

One Librarian IV/Records Librarian performed indexing (552 documents, 2.67 linear feet) and three RMS II/Scanning Specialists performed scanning (4,413 pages) in order to complete work request #90213-1710 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 178 hours were expended on this effort during the month.

SSID 09BZ, OU XX, MCFARLAND STUDY AREA

One Librarian IV/Records Librarian performed indexing (220 documents, 0.95 linear feet) and one RMS II/Scanning Specialist performed scanning (2,966 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 124.1 hours were expended on this effort during the month.

SSID 09BC, OU 02, OMEGA CHEMICAL CORP

One Librarian IV/Records Librarian and one RMS IV/Assistant Program Manager performed indexing (230 documents, 2.53 linear feet) and three RMS II/Scanning Specialists performed scanning (4,426 pages) for AR compilation (work request #110325-1247 submitted by L. Deschambault). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 82.2 hours were expended on this effort during the month.

SSID 0958, OU 00/01, OPERATING INDUSTRIES, INC., LANDFILL

Two Librarian IV/Records Librarians performed record editing (760 documents). A total of 160.6 hours were expended on this effort during the month.